

**WORKFORCE ADMINISTRATION**  
***Workforce Innovation and Opportunity Act (WIOA) Title I-B***  
**Policy Broadcast**  
**PB # 18-019**  
***Career and Training Services Clarification***  
**September 11, 2018**

This Policy Broadcast is to inform all Local Workforce Development Area (LWDA) staff and interested parties of changes to the AJC Service Dictionary, and to provide policy clarification for the required services.

**Eligibility Determination**

Eligibility determinations must be completed prior to providing individualized career and training services to participants.

**A. Adults and Dislocated Workers Program**

1. When the eligibility determination is provided to a participant, the *Eligibility Determination* service must be added to the *S&T plan* in AJC.
2. Refer to the [\*WIOA Title I-B Policy and Procedure Manual\*](#), Training Services section 502.02, for information regarding career services that must be provided to a participant prior to providing training services.

**B. WIOA Title I-B Youth Program**

1. For a youth to be considered enrolled in the WIOA Title I-B Youth Program, the youth must be provided the following services:
  - a. Eligibility Determination;
  - b. Objective Assessment;
  - c. Development of Individual Service Strategy; and
  - d. One of the 14 program elements.
2. When these services are provided to a participant, the services must be added to the S&T plan in AJC.

3. When the LWDA is enrolling a 24-year old in the WIOA Title I-B Youth Program, the LWDA must ensure that all of these services have been added to the *S&T Plan* in AJC prior to the youth's 25<sup>th</sup> birthday, or the AJC System will prevent his or her enrollment in the program.

### **Career Planning**

Under WIOA, the *Career Planning* service replaces the *Case Management* service, which has been removed from the AJC Service Dictionary and the AJC system. See the Service/Component Descriptions column of the AJC Service Dictionary for *Career Planning*.

- A. All adults, and dislocated workers, must receive career planning when they receive individualized career and training services. The *Career Planning* service must be added to the *S&T plan* in AJC when individualized career and training services are provided to a participant.
- B. All youth must receive career planning. The *Career Planning* service must be added to the *S&T plan* in AJC.

### **Prerequisite Training**

*Prerequisite Training* has been removed from AJC and the AJC Service Dictionary.

- A. When a training program requires that a participant take prerequisite courses that are considered Adult Education and Literacy Activities (such as a reading, writing, or math class), the training provider must include the prerequisite course:
  1. Course title;
  2. Cost; and
  3. Total program costs that includes the cost of the prerequisites listed in the Eligible Training Provider List (ETPL) Program Description.
- B. LWDA's must include the cost of the prerequisites on the Individual Training Account (ITA). When a participant has already completed the training program's prerequisites, the cost of the prerequisite classes must be deducted from the total cost of the program as listed on the ETPL, and not be included in the ITA limit.
- C. When a reading, writing, or math class is part of a training program and is paid for using WIOA Title I-B funds, LWDA's must add the *Adult Ed. and Literacy Activities Provided in Combo w/Another Training* service to the S&T page in AJC.

- D. WIOA Title I-B funds must not be used to provide Adult Education and Literacy Activities without another type of training services.
1. Individuals in need of Adult Education and Literacy Activities, but are not in need of another type of training service, may be referred to the WIOA Title II Adult Education Program.
  2. LWDAs are encouraged to co-enroll WIOA Title I-B Adult and Dislocated Workers with the WIOA Title II-Adult Education Program when appropriate.

**Follow-Up Services**

A. Adult and Dislocated Workers

1. Follow-up services must be provided to all adults and dislocated workers that have obtained unsubsidized employment, for a minimum of 12 months following the first day of employment.
2. The LWDA must establish policy on when to provide follow-up services to participants.
3. When follow-up services are provided to adults and dislocated workers, the appropriate follow-up services must be added to the *S&T Plan* in AJC.
4. Types of follow-up services available to adults and dislocated workers are defined in the AJC Service Dictionary.
5. LWDA staff must document in AJC case notes when adult or dislocated worker declines follow-up services, or cannot be contacted or located.

B. Youth

1. All youth participants must be provided a minimum of 12 months follow-up services after the completion of participation.
2. When follow-up services are provided to youth, the appropriate follow-up service must be added to the *S&T plan* in AJC.
3. Types of follow-up services that are available to youth are included in the AJC Service Dictionary.
4. LWDA staff must document in case notes in AJC when a youth participant declines follow-up services or cannot be contacted or located.